

# Career SoftSkill Essentials™



## Self-Improvement



# **Self-Improvement**

## **Section 1: Before You Begin**

**1. What work skills from this checklist do you have?**

\_\_\_\_\_ **I am aware of strengths and weaknesses to determine learning needs.**

\_\_\_\_\_ **I seek learning opportunities to learn new skills.**

\_\_\_\_\_ **I participate in training opportunities willingly.**

\_\_\_\_\_ **I challenge myself to do better.**



# **Self-Improvement**

## **Section 1: Before You Begin**

**2. Which of these skills would you like to improve or develop?**

\_\_\_\_\_ **Is aware of strengths and weaknesses to determine learning needs.**

\_\_\_\_\_ **Seeks learning opportunities to learn new skills.**

\_\_\_\_\_ **Participates in training opportunities willingly.**

\_\_\_\_\_ **Challenges self to do better.**



# Self-Improvement

## Section 2: Information about Skills on Checklist




- Employers expect you to:
  - Be self-motivated.
  - Evaluate how well you do your job.
  - Want to improve your skills.
  - Accept compliments and feedback with the same positive attitude.
- Employers place a value on self-improvement and education for self-development.



# Self-Improvement

**Aware of Strengths and Weaknesses to  
Determine Learning Needs**

**This means that in the workplace:**

-  **You must choose a job that fits your strengths.**
-  **Identifying strengths based on your talents and skills help you choose what to learn.**
-  **You can decide if your skills are interpersonal (ability to get along with people) or technical (help get the job done).**



# Self-Improvement

**Aware of Strengths and Weaknesses to  
Determine Learning Needs continued**

- You can identify areas for improvement that keep you from being a team player and completing your tasks.
- You can make a plan to improve areas that you believe are important.
- When you are aware of your strengths and weaknesses, you have an essential career soft skill.



# Self-Improvement

## Seeks Learning Opportunities to Learn New Skills

**This means that in the workplace:**

- **Awareness of areas for improvement helps you decide what to learn.**
- **Your supervisor can help you access training.**
- **It is important to take advantage of learning opportunities offered by your employer.**
- **More education prepares you for a promotion.**
- **When you seek learning opportunities to learn new skills, you have an essential career soft skill.**



# Self-Improvement

## Participates in Training Opportunities Willingly

**This means that in the workplace:**

- **As an employee, you are more valued when you seek skills to do your job better.**
- **There is an expectation that you attend workshops/trainings to become more effective on the job.**
- **Being a lifelong learner enables you to learn new things daily.**
- **You will learn how to do new tasks.**





# Self-Improvement

## Participates in Training Opportunities Willingly continued

- You will be more effective by participating in training opportunities.
- Accepting feedback with a positive attitude from supervisors shows your willingness to learn.
- When you participate in training opportunities willingly, you have an essential career soft skill.



# **Self-Improvement**

## **Challenges Self to do Better**

**This means that in the workplace:**

- **Effectiveness requires understanding of how to do your job well.**
- **Finding ways to do your job better can make you more valuable to your employer.**
- **Evaluate how well you are doing your job to find ways to improve.**



# **Self-Improvement**

## **Challenges Self to do Better**

### **continued**

**This means that in the workplace:**

- **You can improve quality of work by:**
  - **Watching others who are successful.**
  - **Asking questions.**
  - **Reading your company manual.**
  - **Working with a positive attitude.**
- **When you challenge yourself to do better, you have an essential career soft skill.**



# **Self-Improvement**

## **Section 3. Scenario/Case Study**

**Matt works at a bank and does a good job. He wants a promotion. He knows there will be several promotions within the next six months. Matt decided to attend a training course taught by his supervisor with the hope of getting one of the promotions.**

**Courses were offered in the evening after work. Matt missed having his evenings free so he was often absent.**



# **Self-Improvement**

## **Section 3. Scenario/Case Study continued**

**On four of the evenings that Matt missed class, his supervisor showed the students new skills that would have helped Matt at the next level at work.**

**Matt turned down future training classes when he did not get a promotion. He told his coworkers that he felt training took too much personal time and it did not help him get a promotion.**



# Self-Improvement

## Section 4: Applying What You Know

### 1. What skills does Matt need to develop?

- \_\_\_\_\_ Is aware of strengths and weaknesses to determine learning needs.
- \_\_\_\_\_ Seeks learning opportunities to learn new skills.
- \_\_\_\_\_ Participates in training opportunities willingly.
- \_\_\_\_\_ Challenges self to do better.



# **Self-Improvement**

## **Section 4: Applying What You Know**

- 2. What was keeping Matt from getting a promotion?**
  
- 3. List specific actions Matt could take to improve his chance for a promotion.**



# **Self-Improvement**

## **Section 5: Skill Review**

**List at least three things you learned or skills you have improved from this module.**

**Congratulations, you have successfully completed the Self-Improvement soft skill module.**





# Self Improvement

## Section 5: Skill Review continued

You should:

- Be aware of your strengths and weaknesses.
- Seek learning opportunities to learn new skills.
- Participate in training opportunities willingly.
- Challenge yourself to do better.